



Highlands Borough Mayor & Council Meeting Minutes
Municipal Building, 151 Navesink Avenue, Highlands
January 1, 2024 – Meeting Minutes

REORGANIZATION MEETING: Meeting came to order at 12:00 PM

MEETING STATEMENT: The Borough Clerk read the public meetings statement.

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Asbury Park Press and the Two River Times and by posting at the Borough of Highlands Municipal Building and filing with the Borough Clerk all on January 1, 2023 and October 18, 2023. Items listed on the agenda are subject to change.

PLEDGE OF ALLEGIANCE

BLESSING – Reverend Pastor Marty McGrail said a blessing.

OATH OF OFFICE – Mayor Broullon administered the oaths of office below.

- Jo-Anne Olszewski, Councilmember, was joined by her son.
- Donald Melnyk, Councilmember, was joined by his wife.
- William Caizza, Fire Chief, was joined by his granddaughter.
- Warren “Jay” Terwilliger, First Aid Chief, was joined by a fellow squad member.
- Yanni Gouzouassis, Special Law Enforcement Officer II, was joined by his family.

ROLL CALL

Councilmember Cervantes, Councilmember Chelak, Councilmember Melnyk, Councilmember Olszewski, and Mayor Broullon were all Present.

Absent: None

Also in attendance were Administrator Michael Muscillo, Borough Attorney Brian Chabarek, Esq., and Borough Clerk Nancy Tran.

APPROVAL OF MINUTES

December 20, 2023 Meeting Minutes

Motion: Olszewski

Second: Chelak

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

December 20, 2023 Executive Session Minutes

Motion: Olszewski

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

INTRODUCTION OF PROPOSED ORDINANCES: Borough Clerk Tran read the following ordinance by title:

ORDINANCE O-24-01

AMENDING CHAPTER 21 (ZONING AND LAND USE REGULATIONS), PART VII (FLOOD DAMAGE PREVENTION), ARTICLE XXIV (FLOOD DAMAGE PREVENTION), SECTION 21-111.1 (FLOODPLAIN ADMINISTRATOR DESIGNATION)

WHEREAS, Chapter 21 (Zoning And Land Use Regulations), Part VII (Flood Damage Prevention),

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Article XXIV (Flood Damage Prevention), Section 21-111.1 (Floodplain Administrator Designation) sets forth the duties and powers of the Floodplain Administrator; and

WHEREAS, the governing body desires to amend the Floodplain Administrator designation.

NOW, THEREFORE, BE IT ORDAINED, by the governing body of the Borough of Highlands as follows:

SECTION I.

Borough Code Chapter 21 (Zoning and Land Use Regulations), Part VII (Flood Damage Prevention), Article XXIV (Flood Damage Prevention), Section 21-111.1 (Floodplain Administrator Designation) shall be amended as follows: (additions are shown in underlines, deletions are shown as ~~strikeovers~~.)

§ 21-111.1

The ~~Borough Engineer~~ Construction Official is designated as the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees.

SECTION II. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

Mayor Broullon gave a brief explanation of the ordinance prior to motion to approve.

Motion: Mayor Broullon

Second: Melnyk

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

Borough Clerk Tran stated motion carried to pass this ordinance on first reading with a public hearing to be held on January 17, 2024.

CONSENT AGENDA: Borough Clerk Tran read the following resolutions by title and consent vote is as noted:

**RESOLUTION 24-001
ELECTING COUNCIL PRESIDENT FOR THE CALENDAR YEAR 2024**

WHEREAS, Borough Code §2-3.3 sets forth that that at its annual meeting, the council shall by vote of a majority of its number elect a Council President; and

WHEREAS, in accordance with Borough Code §2-3.3, the Council President shall serve in the place of the Mayor in the event of her absence, disability, or refusal to act.

NOW, THEREFORE, BE IT RESOLVED by the members of the Borough Council of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Jo-Anne Olszewski is hereby elected Council President for the year 2024 or until the next annual meeting.

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-002

AUTHORIZING THE BOROUGH TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH MICHAEL MUSCILLO EFFECTIVE JANUARY 1, 2023 THROUGH DECEMBER 31, 2025 GOVERNING THE TERMS AND CONDITIONS OF HIS EMPLOYMENT AS BOROUGH ADMINISTRATOR

WHEREAS, by Resolution 21-032, duly adopted on January 1, 2021, Michael Muscillo was appointed to serve as the Borough Administrator for a two (2) year term set to expire on December 31, 2022; and

WHEREAS, the Borough entered into an Employment Agreement with Michael Muscillo effective January 1, 2021, through December 31, 2022, governing the terms and conditions of his employment; and

WHEREAS, Ordinance 22-25, which was duly adopted on December 21, 2022, amended Borough Code, Chapter 2-6.2 to provide that the Borough Administrator serves a (3) year term; and

WHEREAS, by Resolution 23-002, duly adopted on January 1, 2023, the governing body of the Borough of Highlands reappointed Michael Muscillo to serve as Borough Administrator, for a three (3) year term beginning January 1, 2023, to expire on December 31, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor be and is hereby authorized to execute an Employment Agreement governing the terms and conditions of Michael Muscillo' employment as the Borough Administrator effective January 1, 2023 through December 31, 2025.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-003

APPOINTING MUNICIPAL ATTORNEY FOR THE CALENDAR YEAR 2024 & AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES

WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Attorney for the calendar year 2024 and said requests for Professional Services – Municipal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 21, 2023; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor

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and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2024; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Borough of Highlands Governing Body as follows:

1. Brian J. Chabarek of the Law Firm of Davison, Eastman, Munoz, Paone, P.A. is hereby appointed Borough Attorney for the calendar year 2024 and is awarded a professional services contract at the rate of a monthly retainer in the amount of \$5,500.00 and an hourly rate of \$160 per hour plus reimbursable expenses for professional legal services outside of the retainer services as outlined in the contract, for the period of January 1, 2024 through December 31, 2024, for an amount not to exceed \$180,000.00.
2. The Mayor and Borough Clerk are hereby authorized to sign the Professional Services Contract for the aforesaid services.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk
5. The Borough Clerk is hereby directed to publish notice of this award as required by law

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-004
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
MUNICIPAL ENGINEER**

WHEREAS, N.J.S.A 40A: 9-140 requires that in every Municipality, the governing body, shall provide for the appointment of a municipal engineer and fix their compensation in an annual salary or fixed fee basis or at an hourly rate, and based upon actual time and expenses agreed prior to the rendering of services; and

WHEREAS, the Borough of Highlands has a need for professional engineering services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Engineer; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provisions of said services for the year of 2024; and

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WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Joseph Raftery, PE, CME, of Colliers Engineering & Design is hereby appointed Borough Engineer for the calendar year 2024 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Engineering Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-005
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
MUNICIPAL AUDITOR**

WHEREAS, the Borough of Highlands has a need for professional auditing services for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Municipal Auditor for the calendar year 2024; and

WHEREAS, the Borough has determined that the firm of Holman, Frenia, Allison, P.C., satisfies the requirements to be considered for professional auditing services that the Borough may require during the contract year; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2024 budget.

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NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Holman, Frenia, Allison, P.C. is hereby awarded a contract to provide professional auditing services for an amount not to exceed \$65,850 plus reimbursable expenses, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-006
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES AS BOROUGH BOND ATTORNEY**

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Borough Bond Attorney; and

WHEREAS, the position of Borough Bond Counsel is a position/appointment for specialized legal work and services in connection with matters of public finance and other matters as directed by the Borough Governing Body, including but not limited to the authorization, issuance, sale and delivery of Bonds and/or Bond anticipation notes for the Borough, the preparation of any bond ordinances or resolutions authorizing financing; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Bond Attorney for the calendar year 2024; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. Meghan Ann Bennett of the law firm of Dilworth Paxson LLP, is hereby retained to provide professional services as Bond Attorney for an amount not to exceed \$20,000 plus

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reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.

2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-007

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES FOR THE BOROUGH OF HIGHLANDS INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Borough of Highlands has a need for professional information technology services for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Targeted Technologies, LLC, is hereby retained to provide professional services for an amount not to exceed \$39,420 for a 12-month period to expire December 31, 2024.
2. That the services to be rendered shall be in compliance with the Laws of New Jersey.
3. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional IT Services in accordance with this Resolution.
4. This contract is awarded without competitive bidding as "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-008
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES AS BOROUGH LABOR COUNSEL

WHEREAS, The Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Labor Counsel; and

WHEREAS, the position of Labor Counsel is a position/appointment for specialized legal work and services in connection with matters of labor law, contracts and negotiations, personnel and other matters as directed by the Borough Governing Body; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Labor Counsel for the calendar year 2024; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Ruderman & Roth LLC is hereby retained to provide professional services – Labor Counsel at an hourly rate of \$185.00 per hour, for an amount not to exceed \$20,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

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RESOLUTION 24-009
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES AS BOROUGH PLANNER

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Borough Planner; and

WHEREAS, the Borough of Highlands has a need for professional planning services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified individuals and firms for the appointment and position of Borough Planner for the calendar year 2024; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Heyer, Gruel, & Associates is hereby retained to provide professional services – Borough Planner for an amount not to exceed \$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Planning Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-010
APPOINTING MUNICIPAL PROSECUTOR AND AUTHORIZING THE AWARD
OF A FAIR AND OPEN CONTRACT

WHEREAS, P.L. 1999, CHAPTER 349, requires each municipal court in this State to have at least one municipal prosecutor, who shall be an attorney-at-law of this State in good standing, be appointed by the governing body of the municipality, for a term of one year from the date of his or her appointment, in accordance with applicable laws, ordinances and resolutions; and,

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WHEREAS, the Borough of Highlands has a need for professional legal services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has, through the fair and open process, publicly advertised for a Request for Proposals and Qualifications and said requests for Professional Services for a Municipal Prosecutor were received in the Office of the Municipal Clerk no later than 11:00am on November 21, 2023; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year of 2024; and

WHEREAS, James Butler, Esq. is an attorney-at-law licensed by the State of New Jersey and who is experienced with municipal law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands as follows:

1. James Butler, Esq. is hereby appointed Municipal Prosecutor of the Borough of Highlands for the one (1) year term to expire December 31, 2024, for an amount not to exceed \$15,240.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-011
APPOINTING MUNICIPAL PUBLIC DEFENDER AND AUTHORIZING THE AWARD
OF A FAIR AND OPEN CONTRACT**

WHEREAS, the municipal public defender serves as defense attorney for all indigent persons accused of violations of the State, disorderly persons' act, motor vehicle statutes or any offense or charge which carries a potential penalty of a substantial fine, incarceration or a loss of driving privileges; and,

WHEREAS, at the discretion of the municipal court judge, and based upon the defendant's financial situation, the Court may appoint the municipal public defender to represent the individual's interests; and

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WHEREAS, N.J.S.A. 2B:24-4 requires a municipal public defender to be an attorney-at-law of this State in good standing, and shall serve for a term of one (1) year from the date of his appointment, and may continue to serve in office pending re-appointment or appointment of a successor.

WHEREAS, Kevin P. Wigenton, Esq. is an attorney-at-law licensed by the State of New Jersey who is familiar and experienced with municipal defense law.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands as follows:

1. Kevin P. Wigenton, Esq. of the Wigenton Law Firm is hereby appointed Public Defender in the Borough of Highlands for the one-year term for the period of January 1, 2024 through December 31, 2024 for an amount not to exceed \$9,000.00.
2. This appointment is made without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-012
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES AS REDEVELOPMENT ATTORNEY**

WHEREAS, the Borough of Highlands, a municipal corporation with its Borough Hall at 151 Navesink Ave., Highlands, New Jersey 07732, has a need to contract for Special Counsel for Redevelopment Projects within the Borough; and

WHEREAS, the position of Special Counsel for Redevelopment Projects is a position/appointment for specialized legal work and services in connection with its various redevelopment projects in the Borough of Highlands for the calendar year 2024; and

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Special Counsel for Redevelopment Projects for the calendar year 2024; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. McManimon, Scotland & Baumann, LLC, is hereby retained to provide professional services as Special Counsel for Redevelopment Projects for an amount not to exceed

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\$25,000 plus reimbursable expenses for professional services, for the 12-month period beginning January 1, 2024 through December 31, 2024.

2. The Mayor and Borough Clerk are hereby authorized to sign a contract for Professional Legal Services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(l)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-013

**AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL COUNSEL
FOR TAX APPEAL AND TAX FORECLOSURE MATTERS**

WHEREAS, the Borough of Highlands has a need for professional legal counsel services for tax appeal and tax foreclosure matters: and

WHEREAS, such professional legal services can only be provided by licensed professionals and the firm of Marmero Law, LLC is so recognized; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, The Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Borough Tax Appeal Attorney for the calendar year 2024 and said requests for Professional Services – Tax Appeal Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 21, 2023; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year of 2024; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2024 Municipal Budget

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands as follows:

1. That Albert Marmero, Esq. of Marmero Law, LLC is hereby appointed and retained to provide professional legal counsel services for tax appeal and tax foreclosure matters as described above for the period of January 1, 2024, through December 31, 2024.

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2. That Albert Marmero, Esq. of Marmero Law, LLC is hereby retained at an hourly rate of \$150.00 per hour for the period of January 1, 2024, through December 31, 2024, in an amount not to exceed \$15,000 plus reimbursable expenses for professional services.
3. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A: 11-5(1)(a)(i) because it is for services performed by persons authorized by law to practice a recognized profession. The Mayor and Borough Clerk are authorized to sign the contract.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-014

AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – AFFORDABLE HOUSING ATTORNEY

WHEREAS, the Borough of Highlands has a need for professional legal services for affordable housing counsel for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Surenian, Edwards, Buzak & Nolan LLC are so recognized; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has set forth its proposed services in a written proposal dated December 7, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Surenian, Edwards, Buzak & Nolan LLC has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Surenian, Edwards, Buzak & Nolan LLC from making any reportable contributions through the term of the contract; and

WHEREAS, Surenian, Edwards, Buzak & Nolan LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Surenian, Edwards, Buzak & Nolan LLC is hereby appointed and retained to provide professional legal services as affordable housing counsel at an hourly rate of \$200.00 per hour, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024, in an amount not to exceed \$25,000.00.

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2. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-015
AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
RISK MANAGEMENT**

WHEREAS, the Borough of Highlands has a need for professional risk management services for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Danskin Insurance Agency, Inc. is hereby appointed Borough Risk Manager for the calendar year 2024 and is awarded a professional service contract not to exceed 6% of the assessment by the Monmouth Municipal Joint Insurance Fund for the calendar year 2024 for professional insurance consulting services provided for the period of January 1, 2024, through December 31, 2024.
2. That the services to be rendered shall be in compliance with the laws of New Jersey.
3. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
4. This contract is awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
6. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-016
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
CONSULTING ENGINEER

WHEREAS, the Borough of Highlands has a need for professional consulting engineering services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed person/firm and the Borough for the provision of said services for the year of 2024; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. ENGenuity Infrastructure is hereby appointed Borough Consulting Engineer for the calendar year 2024 and is awarded a professional services contract for an amount not to exceed \$100,000.00 for professional engineering services for the period of January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for professional consulting engineering services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-017
AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
ADMINISTRATIVE AGENT

WHEREAS, the Borough of Highlands has a need for professional administrative agent services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Administrative Agent; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year of 2024; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Heyer, Gruel & Associates is hereby appointed Borough Administrative Agent for the calendar year 2024 and is awarded a professional services contract for an amount not to exceed \$3,000.00 for Administrative Agent services for the period of January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for professional administrative agent services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-018
AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES –
CONFLICT ATTORNEY**

WHEREAS, the Borough of Highlands has a need for professional conflict attorney legal services for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals and Maraziti Falcon, LLP are so recognized; and

WHEREAS, Maraziti Falcon, LLP has set forth its proposed services in a written proposal dated December 14, 2023, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, Maraziti Falcon, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Maraziti Falcon, LLP has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and

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that the contract will prohibit Maraziti Falcon, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, Maraziti Falcon, LLP has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract may exceed \$17,500; and

WHEREAS, certification of the availability of funds has been provided by the Chief Financial Officer contingent upon adoption of the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Maraziti Falcon, LLP is hereby appointed and retained to provide professional conflict attorney services at an hourly rate of \$195.00 per hour, for the twelve (12) month period beginning January 1, 2024, through December 31, 2024, in an amount not to exceed \$25,000.00.
2. The Mayor and Borough Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Borough Clerk is hereby directed to publish public notice of this award as required by law.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-019
APPOINTING COUNCIL LIAISONS (1 YEAR ENDING 12/31/2024)**

COUNCIL COMMITTEE	LIAISON
Administration & Public Works	Carolyn Broullon
Board of Education – HES & HHRS	Jo-Anne Olszewski
Building/Housing	Karen Chelak
Clam Plant	Carolyn Broullon
Communications & Public Relations	Donald Melnyk
Environmental	Karen Chelak
Finance Department	Jo-Anne Olszewski
Green Team	Donald Melnyk
Highlands Business Partnership	Leo Cervantes
Open Space	Donald Melnyk
Public Safety	Carolyn Broullon

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Recreation Department	Donald Melnyk
Shade Tree	Carolyn Broullon

Motion: Mayor Broullon
 Second: Olszewski
 Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
 Nays: None
 Abstain: None
 Absent: None

**RESOLUTION 24-020
APPOINTING COMMUNICATIONS COMMITTEE MEMBERS**

WHEREAS, by way of Resolution R-16-74, the Borough of Highlands established a Communications Committee that would advise the Governing Body as to email, website, social media, and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Borough of Highlands is desirous of establishing a Communications Committee for the year 2024 for the purpose of advising the Governing Body as to email, website, social media and re-branding in order to provide a consistent message by and for the Borough of Highlands; and

WHEREAS, the Communications Committee shall be advisory in nature and shall consist of not less than five (5) and not more than nine (9) resident members in order to streamline Borough messages to residents, businesses and investors; and

WHEREAS, all appointments shall be for a one-year term to expire on December 31, 2024 and all members shall serve until their respective successors are duly appointed and qualified; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the following appointments shall be made to the Communications Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk	1 Year	12/31/2024
Member	Larry Chesal		
	Allison Duncil		
	Kurt Martin		
	Lorna Milbauer		
	Dina Pistone		
	Johnny Rivera		
	Alex Tallman		
	Sheila Weinstock		
Douglas Widman			

Motion: Mayor Broullon
 Second: Olszewski
 Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
 Nays: None
 Abstain: None
 Absent: None

**RESOLUTION 24-021
APPOINTING MEMBERS OF THE ENVIRONMENTAL ADVISORY COMMISSION**

WHEREAS, Borough Code §2-16 establishes the Environmental Advisory Commission; and

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WHEREAS, vacancies exist within the Environmental Advisory Commission; and

WHEREAS, the governing body desires to fill these positions with the Environmental Advisory Commission.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that the following persons shall be appointed to the Highlands Environmental Advisory Commission:

Position:	Name:	Term:	Expiration:
Council Liaison	Karen Chelak*	1 Year	12/31/2024
Member & LUB	Mark Zill*	3 Year	12/31/2026
Member	Bill Maier	3 Year	12/31/2025
Member	Peter Mullen	3 Year	12/31/2024
Member	Steve Szulecki	3 Year	12/31/2024
Member	Robert Zilinski	3 Year	12/31/2024
Member	Andrew Manning	3 Year	12/31/2025

*Reappointment

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-022
APPOINTING GREEN TEAM MEMBERS**

WHEREAS, by way of Chapter 2-46 of the Borough Code, the Borough of Highlands established a Green Team; and

WHEREAS, be it resolved by the Mayor and the Council of the Borough of Highlands that the following appointments be made to the Green Team (Advisory)

Position:	Name:	Term:	Expiration:
Council Liaison	Donald Melynk**	1 Year	12/31/2024
Environmental Commission Member	Mark Zill**	1 Year	12/31/2024
Public Works	Spencer Carpenter	3 Years	12/31/2024
Recreation Dept.	Jacqueline Kane	3 Years	12/31/2026
Land Use Board	Carolyn Broullon***	3 Years	12/31/2024
Resident Member 1	Alyson Hallander	3 Years	12/31/2024
Resident Member 2	Patricia Hoffman **	3 Years	12/31/2026
Resident Member 3	Megan Ekleberry	3 Years	12/31/2025
Resident Member 4	Valerie Montecalvo	3 Years	12/31/2025
Business Owner	Kim Ramin*	3 Years	12/31/2026
Resident Member 5	Martin Rosen	3 Years	12/31/2024

*Reappointment

**New Appointment

***Filling Vacancy

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

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**RESOLUTION 24-023
APPOINTING OPEN SPACE COMMITTEE MEMBERS**

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for vacancies which exist in the Open Space Committee:

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Donald Melnyk*	1 Year	12/31/2024
Resident Member 1	Jason Reynolds	3 Years	12/31/2025
Resident Member 2	Bruce Kutosh*	3 Years	12/31/2026
Resident Member 3	Mark Luithle	3 Years	12/31/2025
Resident Member 4	Laurie Salka	3 Years	12/31/2024
Resident Member 5	Tim Sanfratello*	3 Years	12/31/2026
Resident Member 6	Douglas Widman	3 Years	12/31/2024

*Reappointment

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-024
APPOINTING SHADE TREE COMMISSION MEMBERS**

WHEREAS, Borough Code §2-21 establishes the Shade Tree Commission (Advisory).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made to the Shade Tree Commission (Advisory):

POSITION:	NAME:	TERM:	EXPIRATION:
Council Liaison	Carolyn Broullon*	1 Year	12/31/2024
Member	Douglas Flannery		
	Chris Francy		
	Christian Lee		
	Peter Moles		
	VACANT		

*New Appointment

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-025
APPOINTING LAND USE BOARD MEMBERS**

WHEREAS, vacancies exist on the Land Use Board to be appointed by the Mayor.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointments be and is hereby confirmed to the Land Use Board:

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POSITION:	NAME:	TERM:	EXPIRATION:
Mayor (Class I)	Carolyn Broullon	3 Year	12/31/2025
Borough Official (Class II)	Chief Robert Burton*	1 Year	12/31/2024
Councilmember (Class III)	Jo-Anne Olszewski*	1 Year	12/31/2024
Member (Class IV)	Robert Knox	4 Years	12/31/2026
	Bruce Kutosh	4 Years	12/31/2024
	Laurie LaRussa*	4 Years	12/31/2027
	Frank Montecalvo	4 Years	12/31/2024
	Annemarie Tierney	4 Years	12/31/2026
	Mark Zill	4 Years	12/31/2025
Alternate 1	Helen Chang*	2 Years	12/31/2025
Alternate 2	Dean Cramer	2 Years	12/31/2024
Alternate 3	Kevin Cody*	2 Years	12/31/2025
Alternate 4	Stacy Vickery	2 Years	12/31/2024

* Reappointment

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-026
APPOINTING ECONOMIC DEVELOPMENT REVIEW BOARD MEMBERS**

WHEREAS, vacancies exist on the Economic Development Review Board.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that the following appointment be and is hereby confirmed to the Economic Development Review Board:

POSITION:	NAME:	TERM:	EXPIRATION:
Mayor	Carolyn Broullon	Term of Office	12/31/2025
Borough Administrator	Michael Muscillo	Term of Office	12/31/2025
Land Use Board Governing Body	Jo-Anne Olszewski	1 Year	12/31/2024
Borough Business Owner 1	Jay Cosgrove	1 Year	12/31/2024
Borough Business Owner 2	Luke Bollerman	1 Year	12/31/2024
Non-Business Member 1	Joseph DeCrescenzo	1 Year	12/31/2024
Non-Business Member 2	Valerie Montecalvo	1 Year	12/31/2024

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-027
APPOINTING COMMUNITY DEVELOPMENT REPRESENTATIVE**

BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Michael Muscillo be appointed Community Development Representative for the Borough of Highlands for a one-year term to expire December 31, 2024.

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BE IT FURTHER RESOLVED, that Carolyn Broullon be appointed Alternate Community Development Representative for the Borough of Highlands for a one-year term to expire on December 31, 2024.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

**RESOLUTION 24-028
APPOINTING A CLEAN COMMUNITIES COORDINATOR**

BE IT RESOLVED by the Governing Body of the Borough of Highlands that Spencer Carpenter be and hereby is appointed Clean Communities Coordinator for the one (1) year term to expire December 31, 2024.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

**RESOLUTION 24-029
APPOINTING FIRE POLICE**

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following persons be and hereby are appointed Fire Police for the year 2024:

Chief of Fire Police	Thomas Snow
Officers	Edward Sulkowski Charles Roemmele Pat Mason Jr. Marty Hawley Sr. Marty Hawley Jr. Ali Quast Cheis Creighton

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

**RESOLUTION 24-030
APPOINTING JUVENILE OFFICER**

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands that Ryan Clark is hereby appointed Juvenile Officer for the one (1) year term to expire on December 31, 2024.

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BE IT FURTHER RESOLVED, that the compensation for said position shall be set in the Municipal Salary Ordinance.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-031
APPOINTING SPECIAL POLICE OFFICERS**

WHEREAS, the Borough of Highlands from time-to-time has the need to employ Special Police Officers; and

WHEREAS, the Chief of Police has made recommendations to the Governing Body regarding appointment of said officers;

NOW, THEREFORE, BE IN RESOLVED by the Governing Body of the Borough of Highlands that the following persons be and hereby are appointed Special Officers of the Borough of Highlands for a one-year term to expire December 31, 2024:

Special Officer Class I	Diane Alvator
Special Officer Class I	Martin Hawley Jr.
Special Officer Class II	David Osuch
Special Officer Class II	Michael Richards
Special Officer Class II	Yanni Gouzouassis

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-032
DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (PACO)**

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer (PACO); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall notify the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program of its designation by January 10th of each year; and

WHEREAS, the Borough wishes to designate, Nancy Tran, Municipal Clerk, to serve as its Public Agency Compliance Officer for the calendar year 2024; and

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NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that, Nancy Tran is hereby designated to serve as its Public Agency Compliance Officer for the calendar year 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-033
APPOINTING A PUBLIC OFFICER**

WHEREAS, the Borough of Highlands has a need for a Public Officer and wishes to fill this position; and

WHEREAS, the Borough wishes to appoint William Brunt to serve as the Public Officer for the term beginning January 1, 2024 through December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Highlands governing body that William Brunt is hereby appointed to serve as the Public Officer for the term beginning January 1, 2024 through December 31, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-034
APPOINTING THE 2024 RECYCLING COORDINATOR**

WHEREAS, the Borough of Highlands Municipal Code §2.32 A.1 provides for the appointment of a Recycling Coordinator by the Mayor with the advice and Consent of Council; and,

WHEREAS, in accordance with Borough Code § 2-32A.2, the term of the recycling coordinator shall be for one (1) calendar year, expiring on December 31 of each year and any vacancy during the year shall be filled for the unexpired term; and

WHEREAS, the Mayor and Council have determined that Spencer Carpenter is qualified for the position of Recycling Coordinator and will be able to perform the duties of Recycling Coordinator as delineated by statute and in the Borough Code, Chapter 2-32A.4 to expire December 31, 2024; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that Spencer Carpenter be and is hereby appointed to serve as Recycling Coordinator through December 31, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

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**RESOLUTION 24-035
APPOINTING A DEPUTY MUNICIPAL CLERK**

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Heidi Pieluc as Deputy Municipal Clerk; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Heidi Pieluc shall serve as Deputy Municipal Clerk for term ending 12/31/2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-036
APPOINTING A TREE COMMISSIONER**

WHEREAS, the uncontrolled and excessive destruction or removal of trees with the Borough of Highlands has caused or contributed to potential hazards to persons and property including but not limited to soil erosion, changes in drainage patterns, increased dust and noise pollution

WHEREAS, Borough Code §22-1.1 Establishes the Borough of Highlands Tree Removal and Protection Ordinance to prevent uncontrolled and excessive destruction and removal of trees within the Borough and to restrict the removal of other trees thereby maintaining the beauty and character of the Borough of Highlands and restricting actions which could create a hazard to persons or property; and

WHEREAS, Borough Code §22-1.3 provides that the Borough Council may appoint a Tree Commissioner by Resolution to administer permitting and enforcement of the Borough's Tree Removal and Protection Ordinance wherein the Tree Commissioner shall be a member of the Shade Tree Commission; and

WHEREAS, the Governing Body of the Borough of Highlands wishes to appoint Christian Lee to serve as the Tree Commissioner for the calendar year 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands, that Christian Lee be and is hereby appointed Tree Commissioner for a term of one (1) year with an expiration date of December 31, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-037
APPOINTING A LAND USE BOARD SECRETARY**

WHEREAS, the Mayor and Council of the Borough of Highlands have determined that, they wish to appoint Nancy Tran as Land Use Board Secretary; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highlands that Nancy Tran shall serve as Land Use Board Secretary for a term ending 12/31/2024.

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-038
APPOINTING TAX SEARCH AND ASSESSMENT SEARCH OFFICER

BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the following appointments be made for the term to expire December 31, 2024:

Tax Search Officer	Donna Conrad
Assessment Search Officer	Donna Conrad

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-039
APPROVING 2024 EVENTS ON VARIOUS BOROUGH PROPERTIES

WHEREAS, the following events are planned on various properties that are owned by the Borough:

1. Saturday, March 9th: Guinness Run at Off the Hook via Highland Ave.
2. Saturday, March 23rd: Annual St. Patrick's Day Parade, Huddy Park (starting at 2PM)
3. Sunday, May 26th: Annual Seaport Craft Show, Huddy Park (10AM – 5PM)
4. Saturdays, June 15th – Nov.16th: Annual Farmer's Market, Huddy Park (8:30AM – 2PM)
5. Thur–Sat, August 1st – 3rd: Annual Clamfest, Huddy Park – 3 days
6. Sunday, September 29th: Annual Twin Lights Bike Ride, Huddy Park (7AM – 5PM)
7. Saturday, October 5th: Annual Oktoberfest, Veterans Park (1PM – 7PM)
(Rain date – Sunday, October 6th)
8. Friday, December 6th: Holiday Tree Lighting (Rain date – Sunday, Dec. 7th)

Note: The event calendar is subject to change.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands that it hereby approves all of the above events listed above taking place on Borough property in the year 2024.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-040
Approving the 2024 Temporary Budget

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to

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be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided: and

WHEREAS, the date of this resolution is within the first thirty days of January 2024: and

WHEREAS, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of:

2023 Municipal Budget	\$13,332,311.45
2023 Sewer Utility Budget	\$ 1,777,101.53

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2023 budget is the sum of:

2023 Municipal Budget	\$2,975,782.51
2023 Sewer Utility Budget	\$ 336,607.03

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, State of New Jersey that the temporary appropriations be made and a certified copy of this resolution be transmitted to the Borough Chief Financial Officer for their records:

2024 Temporary Appropriations Municipal Budget

Department	Salaries	Other Expenses	Total
General Government:			
Mayor and Borough Council	\$ 0.00	\$ 5,150.00	\$ 5,150.00
Borough Clerk	\$ 22,500.00	\$ 11,250.00	\$ 33,750.00
Borough Administrator	\$ 45,000.00	\$ 1,393.75	\$ 46,393.75
Central Services	\$ 6,250.00	\$ 7,500.00	\$ 13,750.00
Financial Administration	\$ 39,500.00	\$ 4,500.00	\$ 44,500.00
Grants Writer	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Audit	\$ 0.00	\$ 13,750.00	\$ 13,750.00
Assessment of Taxes	\$ 13,750.00	\$ 11,125.00	\$ 24,875.00
Collection of Taxes	\$ 27,500.00	\$ 3,000.00	\$ 30,500.00
Legal Services	\$ 0.00	\$ 76,250.00	\$ 76,250.00
Municipal Prosecutor	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Engineering Services	\$ 0.00	\$ 72,500.00	\$ 72,500.00
Public Buildings & Grounds	\$ 12,500.00	\$ 25,000.00	\$ 37,500.00
Municipal Land Use Law	\$ 3,000.00	\$ 14,637.50	\$ 17,637.50
Master Plan	\$ 0.00	\$ 1,250.00	\$ 1,250.00
Shade Tree Commission	\$ 0.00	\$ 250.00	\$ 250.00
Environmental Commission	\$ 0.00	\$ 125.00	\$ 125.00
Insurance:			
Group Insurance	\$ 0.00	\$ 300,000.00	\$ 300,000.00
Group Insurance Stipend	\$ 12,500.00	0.00	\$ 12,500.00
General Liability	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Workers' Compensation	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Flood Insurance	\$ 0.00	\$ 20,000.00	\$ 20,000.00
Unemployment	\$ 0.00	\$ 0.00	\$ 0.00
Public Safety:			
Fire	\$ 0.00	\$ 27,700.00	\$ 27,700.00
Police	\$ 500,000.00	\$ 41,375.00	\$ 541,375.00
Dispatch	\$ 0.00	\$ 0.00	\$ 0.00

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First Aid	\$ 0.00	\$ 8,875.00	\$ 8,875.00
911 Telecommunications	\$ 0.00	\$ 0.00	\$ 0.00
Emergency Management	\$ 1,500.00	\$ 8,600.00	\$ 10,100.00
School Crossing Guards	\$ 11,250.00	\$ 1,000.00	\$ 12,250.00
Municipal Court	\$ 4,625.00	\$ 1,200.00	\$ 5,825.00
Public Defender	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Streets and Roads:			
Road Repair & Maintenance	\$ 115,000.00	\$ 23,750.00	\$ 138,750.00
Snow Removal	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00
Health and Welfare:			
Regional Health Commission	\$ 0.00	\$ 0.00	\$ 0.00
Dog Control	\$ 0.00	\$ 5,500.00	\$ 5,500.00
Substance Abuse Program	\$ 0.00	\$ 750.00	\$ 750.00
P.E.O.S.H.A.	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Zoning-OE	\$	\$ 5,250.00	\$ 5,250.00
Recreation and Education:			
Beachfront Maintenance	\$ 1,500.00	\$ 2,625.00	\$ 4,125.00
Parks & Playgrounds	\$ 0.00	\$ 3,000.00	\$ 3,000.00
Public Events	\$ 0.00	\$ 2,000.00	\$ 2,000.00
Community Center	\$ 43,750.00	\$ 10,000.00	\$ 53,750.00
Uniform Fire Safety Act	\$ 12,000.00	\$ 1,840.00	\$ 13,840.00
Code Enforcement Officer	\$ 31,250.00	\$ 2,750.00	\$ 34,000.00
Code – Substandard Housing	\$ 0.00	\$ 6,250.00	\$ 6,250.00
Sanitation	\$ 3,750.00	\$ 11,000.00	\$ 14,750.00
Sanitation- Contractual Service	\$ 0.00	\$ 106,250.00	\$ 106,250.00
Monmouth Cty Reclamation Svc	\$ 0.00	\$ 53,750.00	\$ 53,750.00
Mechanical Garage	\$ 0.00	\$ 4,875.00	\$ 4,875.00
Condominium Services	\$ 0.00	\$ 10,625.00	\$ 10,625.00
Construction Code Official	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00
Accumulated Leave	\$ 8,750.00	\$ 0.00	\$ 8,750.00
Utilities:			
Electricity	\$ 0.00	\$ 17,500.00	\$ 17,500.00
Street Lighting	\$ 0.00	\$ 15,000.00	\$ 15,000.00
Telephone	\$ 0.00	\$ 13,000.00	\$ 13,000.00
Water	\$ 0.00	\$ 4,750.00	\$ 4,750.00
Gasoline-Fuel	\$ 0.00	\$ 25,000.00	\$ 25,000.00
Natural Gas	\$ 0.00	\$ 4,375.00	\$ 4,375.00
Telecommunications	\$ 0.00	\$ 11,250.00	\$ 11,250.00
Fire Hydrants	\$ 0.00	\$ 19,000.00	\$ 19,000.00
Deferred Charges:			
PERS	\$ 0.00	\$ 32,339.00	\$ 32,339.00
Social Security System	\$ 0.00	\$ 41,250.00	\$ 41,250.00
PFRS	\$ 0.00	\$ 120,999.25	\$ 120,999.25
DCRP	\$ 0.00	\$ 250.00	\$ 250.00
Contingent	\$ 0.00	\$ 2,500.00	\$ 2,500.00
TOTAL INSIDE "CAP"	\$ 931,875.00	\$ 1,536,109.50	\$ 2,467,984.50
"OUTSIDE CAPS"			

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Matching Funds for Grants		\$ 3,750.00	\$ 3,750.00
LOSAP	\$ 0.00	\$ 18,750.00	\$ 18,750.00
Recycling Tax	\$ 0.00	\$ 500.00	\$ 500.00
Stormwater Management	\$ 0.00	\$ 14,375.00	\$ 14,375.00
Interlocal:			
Atlantic Highlands:			
Garage	\$ 0.00	\$ 15,000.00	\$ 15,000.00
Municipal Court	\$ 0.00	\$ 21,750.00	\$ 21,750.00
Middletown Township:			
UCC Construction	\$ 0.00	\$ 0.00	\$ 0.00
Sea Bright Lifeguards	\$ 0.00	\$ 15,500.00	\$ 15,500.00
Monmouth County 911 Dispatch	\$ 0.00	\$ 25,000.00	\$ 25,000.00
EMS/JFK Medical Services		\$ 45,000.00	\$ 45,000.00
Alliance Grant	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL OUTSIDE "CAP"	\$ 0.00	\$ 159,625.00	\$ 159,625.00
SUB TOTAL APPROPRIATIONS	\$ 931,875.00	\$ 1,695,734.50	\$ 2,627,609.50
Statutory Additions:			
Capital Improvement Fund		\$ 200,000.00	\$ 200,000.00
Payment of Bond Principal		\$ 575,000.00	\$ 575,000.00
Interest on Bonds		\$ 312,611.11	\$ 312,611.11
Payment on Note Principal		\$ 892,306.00	\$ 892,306.00
Interest on Notes		\$ 398,746.70	\$ 398,746.70
Loan Principal		\$ 35,000.00	\$ 35,000.00
Lease Purchase			
Principal		\$ 2,000.00	\$ 2,000.00
Interest		\$ 1,000.00	\$ 1,000.00
SUB-TOTAL STATUTORY ADDITIONS	\$ 0.00	\$ 2,416,663.81	\$ 2,416,663.81
TOTAL TEMPORARY MUNICIPAL BUDGET	\$ 931,875.00	\$ 4,112,398.31	\$ 5,044,273.31
SEWER UTILITY:			
	Salaries	Other Expenses	Total
Sewer Operating	\$ 31,250.00	\$ 267,500.00	\$ 298,750.00
Group Insurance		\$ 7,500.00	\$ 7,500.00
Workers Compensation		\$ 5,500.00	\$ 5,500.00
Insurance Other		\$ 5,000.00	\$ 5,000.00
PERS		\$ 1,578.13	\$ 1,578.13
Social Security System		\$ 2,250.00	\$ 2,250.00
Sub Total	\$ 31,250.00	\$ 289,328.13	\$ 320,578.13
Statutory Additions:			
Payment of Bond Principal		\$ 100,000.00	\$ 100,000.00
Interest on Bonds		\$ 90,000.00	\$ 90,000.00
Principal/Interest on Notes/Loans		\$ 91,707.38	\$ 91,707.38
Total Statutory Additions	\$ 0.00	\$ 281,707.38	\$ 281,707.38
Total Sewer Utility Budget	\$ 31,250.00	\$ 571,035.51	\$ 602,285.51

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Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

**RESOLUTION 24-041
AUTHORIZING A CASH MANAGEMENT PLAN**

WHEREAS, NJSA 40A:5-14 of the Local Fiscal Affairs Law requires that every local unit shall adopt a "Cash Management Plan" and shall deposit in an interest-bearing account, all available public funds pursuant to the plan;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Highlands, County of Monmouth and State of New Jersey, hereby adopts the following "Cash Management Plan" policy to be utilized by the Borough of Highlands; and

BE IT FURTHER RESOLVED those certified copies of this resolution shall be filed with the Director of the Division of Local Government Services, Borough Auditor, Chief Financial Officer of the Borough of Highlands; and,

BE IT FURTHER RESOLVED, that said banks are hereby authorized to honor checks drawn upon said banks, signed by the Mayor, Chief Financial Officer, Administrator and/or the Borough Clerk. All checks require two signatures, one of which may be a facsimile signature. The payroll account checks may utilize two facsimile signatures.

BE IT FURTHER RESOLVED, The Cash Management Plan for the Borough of Highlands is further set forth as follows:

**CASH MANAGEMENT PLAN OF THE BOROUGH OF HIGHLANDS,
COUNTY OF MONMOUTH, NEW JERSEY**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis of deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Highlands, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. DEFINITIONS

"Arbitrage" refers to the rules and regulations governing the issuance of bonds or notes and the reinvestment of the proceeds at higher yield. These regulations are promulgated by the Internal Revenue Service, Regulation 1.103.

"Certificate of Eligibility" is the certification issued by the New Jersey Department of Banking

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and Insurance, Division of Banking, that a Public Depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

"GUDPA" requires a bank that accepts public funds to be a public depository. A "Public Depository" is defined as a state bank, a national bank, a savings bank or association which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation, and which received or holds public funds on deposit. A local unit may make deposits in, or purchase certificates of deposit from, banks which are located in New Jersey and which meet the requirements of the "GUDPA".

"The New Jersey Cash Management Fund." The New Jersey Division of Investment is authorized pursuant to N.J.S.A. 52-18A-90.4 to establish, maintain and operate, with the approval of the State Investment Council and the State Treasurer, a common trust fund known as the State of New Jersey-New Jersey Cash Management Fund (the "Fund"). The Fund is authorized to accept deposits from all Local Units of government. The Fund is a "common trust" fund pursuant to the statute that created such funds within the jurisdiction of the Division of Investment. According to the enabling legislation, monies of Local Units deposited in the Fund must be invested in obligations and bonds that meet the investment requirements of the statute. These obligations include, among other things, evidences of indebtedness of U.S. corporations. These obligations are less secure than those permitted to Local Units under the Act. Thus, the Fund is riskier than direct investments in federal securities or GUDPA protected deposits by Local Units.

III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A) The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough.

- Current Fund
- Grant Fund
- Escrow Trust Fund
- General Trust Fund
- Unemployment Insurance Trust Fund Serial Bonds Refunding Trust Fund General Capital Fund
- Water/Sewer Utility Operating Fund
- Water/Sewer Utility Capital Fund Bond & Interest Fund Redevelopment Fund
- Payroll Agency Account
- Payroll Account
- Workers Compensation Account

B) The Plan is not intended to cover the deposit and/or investment of the following Funds and Accounts of the Borough

1. Petty Cash Funds
2. Cash drawn from a Federal Agency under a letter of credit which cash has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the Borough for such things as faithful performance, if the Borough would be required by law to pay back any interest earned to the provider of the deposit, except where the Borough is required by law or court decision to invest the fund.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not Federally Tax Exempt) issue

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pursuant to federal regulations. To the extent that some interest is allowable, it shall be deposited at the most favorable rate obtainable.

IV. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHLANDS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS

The Chief Financial Officer, and The Borough Administrator, (The "Designated Officials") are hereby authorized and directed to deposit and/or invest the Funds referred to in the plan.

V. STANDARDS OF CARE

1. The Designated Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
2. The Designated Officials shall disclose any material interests in the financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough.
3. The Chief Financial Officer, under the direction of the Borough Administrator, is responsible for establishing and maintaining internal control. The controls should ensure that the assets of the Borough are protected from loss, theft, or misuse.

VI. PROCEDURES FOR THE RECEIPT OF MONIES

A. Department Procedures

1. A receipt shall be issued in duplicate for all transactions involving the receipt of money. A copy of the receipt shall be given to the paying party and the duplicate shall be maintained by the receiving department. All payments and receipts must be recorded.
2. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
3. All monies received shall be placed in a secured place until forwarded for deposit.
4. No department, division or agency shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is prohibited.

B. Chief Financial Officer (Designated Official)

1. The Chief Financial Officer shall:
 - a. Deposit all monies collected or received from any source by or on behalf of the
 - b. Borough within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
 - c. Ensure that all monies deposited are in interest bearing accounts.
 - d. Make recommendations of legal public depositories to the Borough Council who shall by resolution designate said depositories at the first meeting of the calendar year.
 - e. Ensure that each of the various accounts for which there is a separate bank statement is reconciled with that bank statement by the end of the following month.
 - f. Verify that designated official depositories submit to the Chief Financial Officer a copy of the State of New Jersey, Department of Banking and Insurance, Governmental Unit Deposit Protection Act notification of Certificate of Eligibility,

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which must be filed semi-annually in the Department of Banking as of June 30 and December 31 of each year.

VII. DESIGNATION OF DEPOSITORIES

The following financial institutions are designated official depositories:

TD Bank, National Association;
Ocean First Bank;
United Roosevelt; and
Valley National Bank

Designated official depositories are required to submit to the Chief Financial Officer of the Municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year. Said notices must be available for annual audit.

VIII. AUTHORIZED INVESTMENTS

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than twenty (20) years from the date of purchase, excluding mortgage-backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent with the Division's own investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.
- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.
- g.) Bonds, notes, or other obligations issued by an agency or corporation of the federal government or a governmental agency established under the laws of this State, provided that the(issuer) is not in default as to the payment of principal or interest upon any of its outstanding obligations, and provided further that the bonds, notes or other obligations are purchased at fair market value, guaranteed as to interest and principal, and have a credit rating of A3 or higher by Moody's Investor Services, Inc., A- or higher by Standard and Poor's Corporation and A- or higher by Fitch Ratings, except that two of the three ratings is sufficient.
- h.) The cash management plan may provide for the purchase of certificates of deposits (CDARS) in accordance with the following conditions:

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1. The funds are initially invested through a public depository as defined in section 1 of P.L.1940, c.236 (C.17:9-41) designated by the local unit.
2. The designated public depository arranges for the deposit of the funds in certificates of deposit in one or more federally insured banks or savings and loans association, for the account of the local unit;
3. 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;
4. The designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and
5. At the same time the local unit's funds are deposited and certificates of deposits are issued, the designated public depository receives an amount of deposits from customers or other banks and savings and loan associations, wherever located, equal to the amount of funds initially invested by the local unit through the designated public depository.

No investment or deposit shall have a maturity longer than twenty (20) years from date of purchase, unless the fund seeks prior approval from the Department of Banking and Insurance and the Division of Local Government Services in the Department of Community Affairs to enter into a longer-term investment of a longer duration.

IX. SAFEKEEPING CUSTODY PAYMENT

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Highlands, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Borough of Highlands or by a third-party custodian prior to or upon the release of the Borough of Highlands funds.

X. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Officials referred to in Section IV hereof shall supply to the governing body of the Borough of Highlands a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the Borough of Highlands as a Deposit of a
- b. Permitted Investment.
- c. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- d. The class or type of securities purchased, or Deposits made.
- e. The book value of such Deposits or Permitted Investment.
- f. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- g. The fees incurred to undertake such Deposits or Permitted Investments.
- h. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- i. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Highlands.

XI. BOROUGH AUDITOR

The Borough Investment practices (including compliance with N.J.S.A. 40A:5-14) and the agreement for banking services and compensation thereof shall be reviewed by the Borough

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Auditor as part of the annual audit, as required by N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State Statute, the applicable State Statute shall apply.

XII. SURETY BONDS

- a. The Chief Financial Officer shall be covered by surety bonds. During the annual audit, the Borough Auditor shall examine said bonds to determine that proper coverage has been obtained.
- b. Staff members of the Chief Financial officer's office other than the C.F.O. (See a above) shall be covered by a public employee's faithful performances bond in the minimum amount of \$10,000.

XIII. TERM OF PLAN

The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-042
SETTING THE SCHEDULE FOR MEETINGS OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF HIGHLANDS FOR THE CALENDAR YEAR 2024**

WHEREAS, N.J.S.A. 10:4-18 provides that at least once each year, within seven (7) days following the annual organization or reorganization meeting of a public body, every public body shall adopt, post and distribute a schedule of its regular meetings for the coming year. The schedule must contain the date, time, and location of the meeting. In addition, it shall be mailed to at least two (2) newspapers which newspapers shall be designated by the public body to receive such notices,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Highlands, County of Monmouth, and State of New Jersey, that Regular Meetings of the Borough Council will be held at 7:00pm during the year 2024, at the Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732, in the Court Room/Council Chambers on the following dates:

- 1. Regular Meetings shall be held on the following dates:

January 17	August 21
February 7 & 21	September 4 & 18
March 6 & 20	October 2 & 16
April 3 & 17	November 6
May 1 & 15	December 4 & 18
June 5 & 19	January 1, 2025 Reorganization/Regular
July 17	

- 1. Formal action will be taken at all Regular meetings. Public comments will be permitted at designated periods during all meetings. Executive Sessions, which are closed to the public, may be held to discuss matters authorized for closed sessions under N.J.S.A. 10:4-12. Executive Session will be held following the Regular Council Meeting during the year 2024. Prior to each Executive Session, the Borough Council will convene in open session at which time a resolution will be adopted in accordance with N.J.S.A. 10:4-13. Regular or Special

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meetings may be adjourned, rescheduled, or held on different dates providing such are duly noticed as provided by law.

2. The Reorganization Meeting for 2025 shall be held at 12:00 noon on January 1, 2025, at the Highlands Municipal Building, 151 Navesink Ave., Highlands New Jersey 07732, in the Court Room/Council Chambers.
3. The Municipal Clerk shall post this “Annual Notice” on the official bulletin board in the Municipal Building, transmit it to the ***Asbury Park Press and Two River Times***, and file this notice in the Office of the Municipal Clerk of the Borough of Highlands, all in accordance with the “Open Public Meetings Law.”

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-043
DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH OF HIGHLANDS**

WHEREAS, N.J.S.A 40:53-2 requires that all ordinances or other public notices which any municipality, except cities, may be required by any law to publish, where the manner of publication is not otherwise specifically provided for, shall be published in at least one official newspaper published and circulating in the municipality; and,

WHEREAS, N.J.S.A 40:53-1 provides that the governing body of every municipality may designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and,

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that ***the Asbury Park Press and The Two River Times*** be designated as the official newspapers for the advertising of ordinances and other public notices, which the municipality may be required by any law to publish, for the year ending December 31, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-044
AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING
REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND HILLTOP AT HIGHLANDS
CONDOMINIUM ASSOCIATION**

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

WHEREAS, Hilltop at Highlands Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

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WHEREAS, the Borough and Hilltop at Highlands Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2024, to reimburse the Hilltop at Highlands Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Hilltop at Highlands Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-045

**AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING
REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND EAST MANOR SQUARE
CONDOMINIUM ASSOCIATION**

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

WHEREAS, East Manor Square Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

WHEREAS, the Borough and East Manor Square Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2024, to reimburse the East Manor Square Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with East Manor Square Condominium Association.

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NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

RESOLUTION 24-046

AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND GRAVELLY POINT CONDOMINIUM ASSOCIATION

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

WHEREAS, Gravelly Point Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

WHEREAS, the Borough and Gravelly Point Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2024, to reimburse the Gravelly Point Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Gravelly Point Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

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Nays: None
Abstain: None
Absent: None

RESOLUTION 24-047
AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING
REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND HILLTOP TERRACE
CONDOMINIUM ASSOCIATION

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

WHEREAS, Hilltop Terrace Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

WHEREAS, the Borough and Hilltop Terrace Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2024, to reimburse the Hilltop Terrace Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Hilltop Terrace Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2024.

Motion: Mayor Broullon
Second: Olszewski
Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon
Nays: None
Abstain: None
Absent: None

RESOLUTION 24-048
AUTHORIZING EXECUTION OF AN AGREEMENT FOR SNOW REMOVAL AND STREET LIGHTING
REIMBURSEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND
SANDPIPER CONDOMINIUM ASSOCIATION

WHEREAS, the Municipal Services Act, N.J.S.A. 40:67-23.2, et. seq. and amendments thereto, provides in pertinent part that a municipality, in lieu of providing certain municipal services to the private community, may opt to financially reimburse the qualified private communities for the cost of certain municipal services; and

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WHEREAS, Sandpiper Condominium Association is a qualified private community, as defined under the Act, and the Borough of Highlands is a municipality governed by the Act; and

WHEREAS, the Borough and Sandpiper Condominium Association have mutually agreed that the Association shall perform its own snow removal and pay the cost for street lighting, and that the Borough shall reimburse the Association for the cost of those services at a rate not to exceed the cost that would have been incurred by the Borough in providing those services directly; and

WHEREAS, N.J.S.A. 40:47-23.5 requires a written agreement to annually reimburse a qualified private community; and

WHEREAS, the Borough has prepared a written agreement, with an effective date of January 1, 2024, to reimburse the Sandpiper Condominium Association for snow removal and the cost of street lighting as set forth in the Agreement, and wishes to enter into such an Agreement with Sandpiper Condominium Association.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the appropriate Municipal officials, including the Mayor and Borough Administrator, be and are hereby authorized to execute an Agreement for Reimbursement for Municipal Services, as prepared and approved by the Borough Attorney and the Chief Financial Officer of the Borough.

BE IT FURTHER RESOLVED, that the Agreement for Reimbursement for Municipal Services shall become effective upon being fully executed, for the dates contained therein, with an effective date of January 1, 2024.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

**RESOLUTION 24-049
AUTHORIZING PAYMENT OF BILLS**

WHEREAS, certain numbered vouchers have been submitted to the Borough of Highlands for payment from a list, prepared and dated December 29, 2023, which totals as follows:

Current Fund	\$	36,380.87
Sewer Account	\$	17,296.77
Capital Fund	\$	70,653.49
Trust-Other	\$	1,015.00
Federal/State Grants	\$	-
Total	\$	125,346.13

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Highlands that the vouchers, totaling **\$ 125,346.13** be paid to the person[s] named, for the amounts set opposite their respective name[s], and endorsed and approved on said vouchers. An individual listing of all bills is posted on the borough website at www.highlandsborough.org and on file in the Municipal Clerk's office for reference.

Motion: Mayor Broullon

Second: Olszewski

Ayes: Cervantes, Chelak, Melnyk, Olszewski, Mayor Broullon

Nays: None

Abstain: None

Absent: None

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REPORTS:

Mayor Broullon summarized her December 2023 report and then summarized the 2023 year in review. She thanked fellow Councilmembers for their support.

Mayor asked council if they had any comments. Council President Olszewski congratulated Mayor Broullon for a job well done. Councilmember Melnyk expressed appreciation for being a part of the Governing Body. Councilmember Cervantes thanked Mayor Broullon and Council. Councilmember Chelak thanked Mayor Broullon for her leadership.

Mayor Broullon added that the Council shared a common goal of what's best for Highlands and its residents and wished everyone a Happy New Year.

Mayor opened public portion.

PUBLIC PORTION:


Two people voiced their appreciation for the work the Council has accomplished.

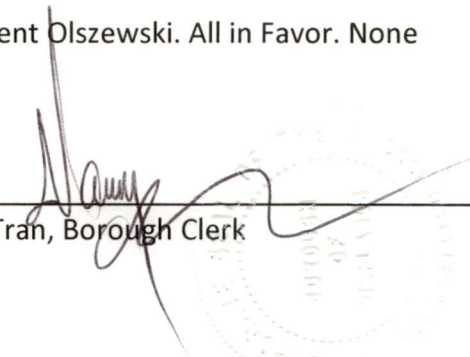
Carla Cefalo, Highlands Business Partnership, stated that the HBP will be making a donation to the fire department and first aid.

With no one else requesting to be heard, the Mayor closed Public Portion.

ADJOURNMENT:

Offered by Mayor Broullon and seconded by Council President Olszewski. All in Favor. None opposed. Meeting adjourned at 12:42pm.

Approve: 
Carolyn Broullon, Mayor

Attest: 
Nancy Tran, Borough Clerk

